



## Dignity in the Workplace Charter

We at MJ Conroy commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect the right of each individual to dignity in their working life.

All will be treated equally and respected for their individuality and diversity. Bullying in any form is not accepted by us and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter.

All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold this Dignity at Work Charter.

Supervisors and Managers where applicable in the workplace have a specific responsibility to promote its provisions.

Underpinning this Dignity in the Workplace Charter is our associated Harassment, Sexual Harassment and Bullying Policy outlined below.

### Harassment, Sexual Harassment and Bullying Policy

MJ Conroy Construction believes that every employee has the right to work in an environment free from acts of harassment, bullying, sexual harassment or victimisation in order to ensure that all employees are treated with dignity and respect. This behaviour will not be tolerated and may lead to disciplinary action for employees and suspension of custom for non-employees. All employees are required to comply with this policy and appropriate action will be taken against any employee who violates this policy. We expect all employees to contribute proactively to the creation of a working environment in which everyone is treated with dignity and respect irrespective of gender, sexual orientation, marital or family status, racial group, religion, disability, age or membership of the travelling community. This policy applies to all full-time and part-time employees in the workplace and at work associated events.

All employees should note that allegations of harassment, sexual harassment, victimisation or bullying are treated seriously. M J Conroy & Sons Ltd commits to ensuring that complaints by employees will be treated with fairness and sensitivity and as confidential as possible. Prompt action will be taken to investigate complaints by individuals directly affected by the behaviour or complaints raised by Management. Where there is a breach of policy, Disciplinary Action will be taken, as appropriate, which may include summary dismissal.

There are certain forms of unacceptable behaviour which are clarified below:

**Harassment** is defined as any act or conduct which is unwanted and unwelcome and which could reasonably be regarded as offensive, humiliating or intimidating on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the traveller community. Examples of harassment include:

- Production, display or circulation of offensive material
- Malicious gossip
- Racist jokes or comments
- Offensive gestures
- Ignoring or excluding a person within the workplace
- Verbal threats

**Third Party Harassment** is if an employee suffers harassment from a customer, supplier etc. The employee should inform Management who will take appropriate action to ensure that the harassment does not continue. There is an obligation on Management to inform the alleged harasser that this conduct is not acceptable by the Company.

**Sexual Harassment** is any form of verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct may consist of acts, requests, spoken words, gestures or

the production, display or circulation of written words, pictures or other material. Examples of sexual harassment include:

- Unwelcome sexual attention
- Lewd behaviour, sexual mockery or innuendo
- Staring or leering
- Displaying sexually suggestive objects, pictures, calendars, publications, literature
- Unwelcome physical contact ranging from touching to assault
- Offensive letters, notes or use of technology

**Bullying** is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at work, which could reasonably be regarded as undermining the individuals right to dignity at work. An isolated incident of this behaviour may be an affront to dignity at work but, as a once off incident is not considered to be bullying. Examples of bullying include:

- Continually excluding an individual by only talking to a third party in order to deliberately isolate that person
- Taking credit for another persons work or ideas
- Public humiliation
- Constantly undervaluing effort of another
- Verbal abuse or threats
- Persistent or unfounded criticism.

**Victimisation** is where an individual is given less favourable treatment than others in the same circumstances because he or she has made allegations or complaints of discrimination, harassment or bullying or provided information about such allegations or complaints. This includes making life difficult for a person, general unpleasantness and blocking promotion opportunities.

There are specific procedures in place for any employee who has a grievance or a complaint of harassment or bullying Prompt action will be taken to investigate any complaints received. Where there is a breach of policy, Disciplinary Action will be taken as appropriate, which may include summary dismissal.